

1 THE SEABROOK ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF
2 SEABROOK MET ON THURSDAY, AUGUST 14, 2014 AT 7:00 P.M. IN THE
3 SEABROOK CITY HALL COUNCIL CHAMBERS, 1700 FIRST STREET, SEABROOK,
4 TEXAS TO CONSIDER, AND IF APPROPRIATE, TAKE ACTION WITH RESPECT TO
5 THE AGENDA ITEMS LISTED BELOW.

6
7 President Paul Dunphey called the meeting to order at 7:00 p.m. and declared that a
8 quorum was present.

9
10 **BOARD MEMBERS PRESENT:**

11		
12	PAUL R. DUNPHEY	PRESIDENT
13	TERRY CHAPMAN	VICE-PRESIDENT
14	ERNIE DAVIS	SECRETARY
15	BOB POSTON	MEMBER
16	GLENN ROYAL	MAYOR
17	THOM KOLUPSKI	COUNCIL REPRESENTATIVE
18	GARY BELL	TREASURER

19
20 **ALSO PRESENT WERE:**

21		
22	GAYLE COOK	CITY MANAGER
23	STEVE WEATHERED	CITY/EDC ATTORNEY
24	PAUL CHAVEZ	DIRECTOR OF ECONOMIC DEVELOPMENT
25	MEREDITH BRANT	ASST. CITY SECRETARY

26
27 **1.0 ROUTINE PUBLIC HEARING AND ANNOUNCEMENTS**

28
29 There were none.

30
31 **2.0 PRESENTATIONS**

32
33 **2.1 Bay Area Houston Economic Partnership (BAHEP) presentation. (Bob**
34 **Mitchell)**

35
36 Bob Mitchell gave a presentation of the annual BAHEP report which included
37 updates on the following:

- 38 • demographics, projects and retail news
 - 39 • area healthcare
 - 40 • space and aeronautics, including the trip to Washington, D.C.
 - 41 • Ellington Airport
 - 42 • Biggert-Waters storm surge protection
 - 43 • delegation to the Netherlands this fall.
- 44

2.2 Economic Alliance Houston Port Region midterm report. (Chad Burke)

Chad Burke gave his report focusing on key highlights of the year, projects and leads, detailed services performed and the members report.

2.3 Director's report on economic development activities for July, 2014. (Chavez)

Mr. Chavez gave his report.

3.0 NEW BUSINESS

3.1 Report on the Citizens for Space Exploration trip to Washington, D.C. (Kolupski)

Councilor Kolupski stated that he has been on the trip for the last three years and highly recommends it to anyone who has not gone. He added that it is a lot of work, but a lot of fun and a great way to see the government at work.

3.2 Consider and take all appropriate action for funding by EDC for the Comprehensive Master Plan consultant, to facilitate the promotion of new or expanded business development, including project determination and recommendation for proceeding to Seabrook City Council, and if appropriate, request staff/city attorney to prepare proper notice for public hearing. (Chavez)

Sean Landis stated that the request is for the Seabrook Economic Development Corporation to fund the Comprehensive Master Plan Consultant in an amount not to exceed \$100,000.00. Mr. Landis presented a slide show which asked and answered three primary questions: What is the Comprehensive Master Plan? How does it relate to the Economic Development Corporation? Why would the EDC fund the Plan?

Mr. Landis explained what the master plan is.

- The Comprehensive Master Plan is a long-range plan intended to help communities direct and manage their physical and economic growth.
- The Plan provides clear and defined guidance to the development of the community and serves as the framework for the development of future land use policy.
- The Plan provides a decision-making tool whereby proposals for land use can be evaluated in the context of the City's overall development goals.
- The Plan states development strategies that serve as a framework to key projects for implementation by both private and public sectors.

- The Plan is a source of information and a general guideline to the public, community leaders and those involved in development projects
- The Plan is the framework for zoning plans, ordinances and regulatory instruments.

Mr. Landis explained the EDC Goals and how they relate to the plan:

- Encourage redevelopment of areas impacted by S.H. 146 expansion
- Establish development standards and incentives for redevelopment
- Generate site specific plans to locate new and existing businesses
- Drive full development plan of the Point
- Implement a Marketing Plan
 - ✦ Highlight key development areas
 - ✦ Recruit and retain retail and hospitality developments
 - ✦ Improve Seabrook's image as a business friendly community
- Collaborate with the Port of Houston for the full utilization of the Bayport Cruise Terminal Facility
- Encourage the development of available sites
- Manage and promote performance-related incentive programs
- Pursue funding for infrastructure and business development
- Manage directional sign program
- Execute retail recruitment strategies
- The Seabrook Economic Development Corporation (EDC) is about enhancing and expanding the local tax base with quality, sustainable businesses and amenities consistent with the community's vision.

Mr. Landis stated that potential consultants were provided with the scope of the project as follows:

- Project Reconnaissance
- Project Management
- Project Initiation
- Public Involvement
- Public Relations Campaign
- Public Workshops
- Data Development
- Capital Facilities Analysis
- Implementation Strategies
- Final Report
- Plan Elements: The Comprehensive Plan shall, at a minimum, contain an Introduction, Executive Summary, and eleven (11) plan elements: History and Population; Economy and Economic Development; Land Use; Transportation; Housing; Utilities; Community Facilities and Services; Urban Design; Historic Preservation and Cultural Resources; Natural Resources and the Environment; and Intergovernmental Cooperation.

- 133 Mr. Landis stated that the consultants who responded to the RFP were:
134 • Freese Nichols, Inc.
135 • Knudson LP.
136 • Llewelyn-Davies Sahni
137

138 Motion was made by Ernie Davis and seconded by Terry Chapman
139

140 To approve moving forward with this as an EDC project to facilitate the promotion
141 of new or expanding businesses by expending EDC funds in an amount not to
142 exceed \$100,000 to hire a consultant to prepare a Master Plan report for the
143 Master Plan Commission and to advise staff and the city attorney to make proper
144 public notice as required by law.
145

146 MOTION CARRIED BY UNANIMOUS CONSENT.
147

148 **3.3 Review of Sidewalks Project for Old Seabrook. (Chavez)**
149

150 Motion was made by Ernie Davis and seconded by Glenn Royal
151

152 To table this item.
153

154 MOTION CARRIED BY UNANIMOUS CONSENT.
155

156 **3.4 Consider renewal of BAHEP contract for services beginning October 1,**
157 **2014 and ending September 30, 2017 not to exceed \$20,000 annually.**
158 **(Chavez)**
159

160 Mr. Chavez stated that if renewal is approved, a new contract will be approved by
161 the city attorney and brought back to the board for final approval. He added that
162 BAHEP has done an outstanding job and recommends moving forward for
163 another term.
164

165 Motion was made by Ernie Davis and seconded by Thom Kolupski
166

167 To renew BAHEP contract for services beginning October 1, 2014 and ending
168 September 30, 2017 and not to exceed \$20,000 annually and ask staff to
169 proceed with the preparation of the contract.
170

171 MOTION CARRIED BY UNANIMOUS CONSENT.
172

173 **3.5 Consider Incentive Policy for economic development. (Chavez)**
174

175 Mr. Chavez stated that there are few changes on the updated goal section.
176

Mr. Weathered stated that on page 2 under "key considerations" the word "shall" is used where the use of "may" allows for more flexibility.

Motion was made by Mayor Royal and seconded by Mr. Davis

To remove "shall" and replace with "may" under "key considerations" as advised by Mr. Weathered and otherwise approve as written.

MOTION CARRIED BY UNANIMOUS CONSENT.

3.6 Consider 2014-2015 EDC Budget. (Chavez)

Mr. Chavez pointed out that he had included budget notes which address and clarify each budget item.

Comments made concerning the budget include:

- Striking Old Seabrook sidewalks from the 2014/15
- List EDC consultant under "projects"
- The financial overview from 2016 through 2019 reflects a sales tax decline
- Increase the cost of the D.C. Economic Alliance travel budget from \$2,500 to \$3,000
- EDC may maintain the trails they build.

Motion was made by Mayor royal to increase the D.C. travel budget to \$3,000 and otherwise accept the budget as proposed.

MOTION CARRIED BY UNANIMOUS CONSENT.

4.0 APPROVAL OF MINUTES

4.1 Approve minutes of the July 10, 2014 meeting. (Brant)

Mr. Weathered stated that the minutes should reflect that his colleague Xochytl Greer attended the July meeting in his stead.

Motion was made by Mayor Royal and seconded by Mr. Chapman

To approve the minutes as written with noted change

AYES: Dunphey, Bell, Chapman, Davis, Kolupski, Royal.

NAYS: None.

ABSTAIN: Poston.

MOTION CARRIED BY UNANIMOUS CONSENT.

5.0 ROUTINE BUSINESS

5.1 Update on the Waterfront Drive Project. (Cook)

City Manager Gayle Cook stated that the transfer of funding to Waterfront has been approved.

Brad Matlock of Cobb Fendley gave a report on the punch list of items with all anticipated to be completed within the month.

Public Works Director Arthur Chairez stated that a final inspection will have to be done.

5.2 Update on SH 146 Expansion Project. (Cook)

Ms. Cook gave an update update on the Town Meeting held at Robinson Elementary. She stated that the alternate exits for Seabrook and Kemah were not shown in the original plans but now reflect those options. The 3-D animation was shown depicting the finished SH 146 project.

5.3 Establish future meeting dates and agenda items.

The next scheduled meeting date will be September 11.

Upon motion, the meeting was adjourned at 8:52 p.m.

APPROVED THIS 11TH DAY OF SEPTEMBER 2014.

Paul Dunphey, President

Meredith Brant
Meredith Brant, TRMC
Assistant City Secretary

